

## UAccess Employee Training for Time Approvers

Under *UA Manager Self Service*, Navigate to the *Team Time* tile. You may click on either "Enter Time" OR "Time Summary." Both tiles will show time pending approval for the current pay period.

**NOTE:** If you need to look at previous pay periods, please be sure to scroll through the correct dates.

ess Employee		🕶 UA Manag	er Self Service		<u> </u>
	Request MSS Transactions	Manage MSS Transactions	Approvals	Company Directory	
		4		8=	
		1-1		282	
	Ture Terr		0	Current Currents	
		Announcements	~	Generate Contracts	
		6			
	18 Exceptions	No Announcements available			
	MSS WorkCenter & Approvals	Employee DCC Search	Position Cross Reference	Employee Transaction Summary	
			<b>i i i i</b>		
		<b></b>			
	0 Pending		]		
			••••	_	_
<ul> <li>UA Manager Self Serv</li> </ul>	Ce			Tea	m Time
🔇 UA Manager Self Serv	ce			Tea	m Time
∢ UA Manager Self Serv So Timesheet	ce ^ Ti	 me Summary		Tea	m Time
UA Manager Self Serv     Timesheet     Enter Time	ce Til Usi	me Summary e filters to change the sea	rch criteria or Get Employe	Tea	m Time anager Search Options.
UA Manager Self Serv Timesheet Enter Time	ce Til Us	me Summary e filters to change the sea Get Employees Fil	rch criteria or Get Employe	Tea	<b>m Time</b> anager Search Options.
UA Manager Self Serv     Timesheet     Enter Time	co Ti Us	me Summary e filters to change the sea Get Employees	rch criteria or Get Employe	Tea	<b>m Time</b> anager Search Options,
<ul> <li>✓ UA Manager Self Serving</li> <li>➢ Timesheet</li> <li>Enter Time</li> <li>☑ Time Summary</li> <li>☑ Report Time</li> </ul>	ce Til Us	me Summary e filters to change the sea Get Employees	rch criteria or Get Employe	Tea	<b>m Time</b> anager Search Options.
UA Manager Self Serv Timesheet Enter Time Time Summary Report Time Weekly Time Summary Weekly Time Summary	ce Til Us	me Summary e filters to change the sea Get Employees	rch criteria or Get Employe	Tea	m Time anager Search Options.
C UA Manager Self Serv Timesheet Enter Time Time Summary Report Time Weekly Time Summary	ce Ti Us	me Summary e filters to change the seat Get Employees	rch criteria or Get Employe	Tea	m Time anager Search Options.
<ul> <li>UA Manager Self Serving</li> <li>Timesheet</li> <li>Enter Time</li> <li>Time Summary</li> <li>Report Time</li> <li>Weekly Time Summary</li> <li>Payable Time</li> </ul>	ce Til Us	me Summary e filters to change the sea Get Employees	rch criteria or Get Employe	Tea	m Time anager Search Options.
<ul> <li>UA Manager Self Sorv</li> <li>Timesheet</li> <li>Enter Time</li> <li>Time Summary</li> <li>Report Time</li> <li>Report Time</li> <li>Weekly Time Summary</li> <li>Payable Time</li> <li>Leave / Comp Time</li> </ul>	co Til Us	me Summary e filters to change the sea Get Employees Fil	rch criteria or Get Employe	Tea	m Time anager Search Options.
C UA Manager Self Serv Timesheet Enter Time Time Summary Report Time Weekly Time Summary Payable Time Leave / Comp Time Leave / Comp Time	ce Ti Us	me Summary e filters to change the sear Get Employees	rch criteria or Get Employe	Tea	m Time anager Search Options.
<ul> <li>UA Manager Self Serv</li> <li>Timesheet</li> <li>Enter Time</li> <li>Time Summary</li> <li>Report Time</li> <li>Weekly Time Summary</li> <li>Payable Time</li> <li>Leave / Comp Time</li> <li>Leave / Comp Time</li> <li>Manage Exceptions</li> </ul>	ce Til Us	me Summary e filters to change the sea Get Employees	rch criteria or Get Employe	Tea ses to apply the default M	m Time anager Search Options.
<ul> <li>VA Manager Self Serv</li> <li>Timesheet</li> <li>Enter Time</li> <li>Time Summary</li> <li>Report Time</li> <li>Weekly Time Summary</li> <li>Payable Time</li> <li>Leave / Comp Time</li> <li>Leave / Comp Time</li> <li>Manage Exceptions</li> <li>Manager Search Option</li> </ul>	co Til Us 	me Summary e filters to change the sea Get Employees	rch criteria or Get Employe ter	Tea	m Time anager Search Options.
<ul> <li>UA Manager Self Serv</li> <li>Timesheet</li> <li>Enter Time</li> <li>Time Summary</li> <li>Report Time</li> <li>Weekly Time Summary</li> <li>Payable Time</li> <li>Leave / Comp Time</li> <li>Leave / Comp Time</li> <li>Manage Exceptions</li> <li>Manager Search Option</li> <li>Reports</li> </ul>	ce Ti Us us s	me Summary e filters to change the sear Get Employees	rch criteria or Get Employe ter	Tea	m Time anager Search Options.



You may look up an employee by using either (not both) of the following filters:

• Typing in <u>your position number</u> in the *Time Approver Position* field and clicking the *Done* button.

• Typing in **first or last name (or both)** in the *Last/ First Name fields* and clicking on the *Done* button.

## <u>Ex. 1</u>

Cancel		Filters		Done	
Time Repo	orter Group		Q		
Er	mployee ID		Q		
	Last Name		Q		
	First Name		Q		
C	Department		Q (j)		
Supervise	or Position		Q		
١	Workgroup		Q		
Time	e Approver Position		Q ()		
Your Tim	e Approver Position(s)				
t Employee	_	Reset	_		
Title					Exceptions
	Human I	Resources Representative			
	Admin S	sppt Asst I			
	Human I	Resources Representative			



Ex.	2

	Cancel	Filters	Done	
	Time Reporter Group	Q 🚺		
	Employee ID	Q		
	Last Name	Q		
	First Name	Q		
	Department	Q (1)		
	Supervisor Position	Q (1		
	Workgroup	Q		
	Time Approver Position	Q 🚺		
	Your Time Approver Position(s)			
			_	
		Reset		
		Reset		
		Reset		
nployee		Reset		
nployee		Reset	Hours to b	e Approved
nployee le	-uman Resources Representative	Reset	Hours to b	e Approved
nployee	Human Resources Representative	Reset	Hours to b	e Approved

**To view employee timesheet**, click on each employee's name. If multiple employees, you can click on Next/Previous Employee to view next/previous timesheet.

In reviewing **exception reporter** time, only time off exceptions (e.g., vacation, sick time, jury duty, holidays, FML) will appear. If only PAW-Presence at Work is reported, that



## employee will not show up on approver's list of reported time.

Huma Return	n Resources Representative n to Select Employee							L Previous	Next 💄
			∢ 4	November - 17 N BiWeekly Reported	lovember 2019 Period 8.00	•			
View Legend Reported time	e on or before 03/22/2020 is fo	r a prior period.							
				Week 2	of 2  broved Time 0.00				
Time Repo	orting Code / Time Details	Monday 11	Tuesday 12	Wednesday 13	Thursday 14	Friday 15	Saturday 16	Sunday 17	
		Reported 8	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	
HLE - Holiday	Y	8.000							-
	Comments	P	$\heartsuit$	$\heartsuit$	$\heartsuit$	Q	Q	0	

In reviewing **positive reporter** time, both regular time worked and leave time will appear. Compensatory time taken will also appear.

E Vi	nter Time	nation								
	Admir Retur	n Sppt Asst I n to Select Employee							L Previous	Next 💄
				•	20 April - 3 N BiWeekly Reported	<b>flay 2020</b> Period 7.00	Þ			
	View Legend									Submit
				F	Week 1	of 2  broved Time 7.00				
	*Time Rep	orting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26	
			Reported 4	Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	
	REG - Regula	r V	4.000	3.000						+ -
		Comments	$\bigcirc$	$\bigcirc$	$\mathcal{O}$	$\mathcal{O}$	$\bigcirc$	$\bigcirc$	$\bigcirc$	
	Manage Ap	oprovals								
										Approve
		Date	Reported	Status			Total TRC	Descrip	tion	
		04/20/2020	Needs Ap	proval			4.000 REG	Regular		
		04/21/2020	Needs Ap	proval			3.000 REG	Regular		

Submitting this timesheet signifies that I certify this timesheet is a true record of time worked and/or leave time used.

## **Approving/Denying Employee Time**

• Approve or deny time by selecting box next to desired date (or clicking Select All button) and clicking the Approve Selected or Deny Selected buttons.



- Click the balloon button to add denial comments. **Note:** Comments are permanently included in the system and cannot be removed.
- Employee receives automatic e-mail notice that time has been denied. Employee can read these comments when he/she logs in to review time.

Enter Time View Job Information Admin Sppt Asst I Return to Select Employee		4	20 April - 3 I BiWeekly Reported	<mark>May 2020</mark> Period 7.00	•		La Previous	Next よ
		F	Week 1 Reported 7.00   Unap	of 2  Proved Time 7.00				
*Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26	
	Reported 4	Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	
REG - Regular	4.000	3.000						+ -
Comments	$\mathcal{O}$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	
✓ Manage Approvals								
								Approve
Date	Reported	l Status			Total TRC	Descript	ion	
04/20/2020	Needs A	oproval			4.000 REG	Regular		
04/21/2020	Needs A	oproval			3.000 REG	Regular		

Submitting this timesheet signifies that I certify this timesheet is a true record of time worked and/or leave time used.

If you have any questions regarding this process or if you need additional assistance, please contact your Timesheet Coordinator, the Provost HR Team at provosthr@arizona.edu, or reach out to payroll via FNSV-Payroll-Info@arizona.edu.